



Title: Data Services Specialist
Location: Remote work (Must be based in CA)

Start Date: Flexible
Job Type: Part-Time Contract

Summary

MeasureED is looking for a passionate and effective individual with school experience to join a small consulting team as a Data Services Specialist. You will work with and be mentored by experienced team members to deliver professional support to Measure Education staff. Our company services are focused on student information systems that impact student outcomes and requires the transformation of school operations to succeed.

The Data Services Specialist will be expected to manage a diverse and ever-changing portfolio of data management projects while acquiring the technical knowledge necessary to implement complex information systems. After mastering the basics of project and data management, opportunities exist for the Data Services Specialist to research, test and pioneer new service areas that has the potential to improve student outcomes. You will have a direct hand in how schools improve!

In addition to the delivery of projects, a significant portion of your efforts will be developing and documenting best practices and processes to be used by MeasureED and the schools we serve.

Essential Duties and Responsibilities

Duties can include the following (specified in contract):

- Build relationships with MeasureED staff on a foundation of professionalism.
- Influence others with thought leadership.
- Analyze operating practices to create new systems or revise established ones.
- Coordinate collection and preparation of operating reports, such as student information, grades and attendance records.
- Interpret and transform operating policies of schools into practical everyday solutions.
- Maintain a service mindset that is aligned with outcomes.
- Relentlessly prioritize tasks with relaxed focus and control.
- Manage change from start to finish.
- Maintain shared knowledge documentation.
- Work as part of a team to solve problems that lead to thoughtful recommendations.

Job Requirements

- 3 years of relevant education experience.
- Proficient in Microsoft Excel and macOS.

Ideal Candidate Attributes

- You are ready to impact education. (We believe in a higher purpose)
- You love to teach. (We teach schools to fish)
- You come ready to learn. (We are continuously improving)
- You are a people person. (We serve personalities of all types)
- You have a bias towards action. (We are very hands on and value outcomes)
- You can find peace in ambiguity. (We facilitate change)
- You dream of spreadsheets. (We love Excel and sometimes Google Sheets)
- You know yourself. (We all have strengths AND weaknesses)



Application details

To apply, submit your resume and a cover letter describing why this position is a good fit for you to jobopportunity@measureeducation.com.

About Measure Education

Measure Education is a team of educators that work with schools across the nation to improve their operations and student outcomes through transformational projects focused on the management of data. Our team works with school leadership to bridge the gap between what information system vendors build and the outcomes that schools aim to achieve with them.

We make school data manageable.

Our Core Ideology

Our purpose: Measure Education aims to continuously improve outcomes for students.

We value:

- Success through outcomes
- People centric systems
- Passionate and effective teaching
- Lifelong Learning